

DocuSign Additional Pay Form Instructions

The Additional Pay Form should be used for:

- All employee types
- One-Time or Multiple Pay Period Payment for additional payments above base salary

This form should not be used for payment of:

- Regular Hours paid timely
- Overtime – Use TLAB
- Changes to base pay – Use Form 101 Change Form

URL for Additional Pay Form:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=edb5b65b-8b79-4e1c-a2fa-e301b30fb27a&env=na3-eu1&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>

Entering Recipients

To initiate the form, the preparer will start by entering the following information in the Your Name field: The name of the employee receiving the payment/Pay period begin date/Preparer's Name. In the Your Email field, the preparer should enter the preparer's email.

Recipient/Approvers names and emails must then be entered, depending on the type of Additional Pay being submitted. The chart below will provide you with a general understanding of the approval process, but your division may have additional requirements.

Summer Salary	Continuing Education	Other Add Pays
Department Chair/Head	Department Chair/Head	Department Chair/Head
Dean/Director	Dean/Director	Dean/Director
Dept #'s <2500 – Jody.dewald@ndsu.edu Dept #'s>2500 – Emily.hoadley@ndsu.edu Provost Office	Nonnie.tangen@ndsu.edu Graduate School	Dept #'s <2500 – Jody.dewald@ndsu.edu Dept #'s>2500 – Emily.hoadley@ndsu.edu Provost Office(Academic Depts Only) OR Name/Email of applicable Vice President
	Dept #'s <2500 – Jody.dewald@ndsu.edu Dept #'s>2500 – Emily.hoadley@ndsu.edu Provost Office	<u>Staff:</u> kristina.astrup@ndsu.edu Human Resources <u>Faculty:</u> Angela.bachman@ndsu.edu Human Resources/Equity & Diversity

The form will automatically be routed to the Budget Office/Ag Budget Office and the Payroll Office. If the Additional Pay needs the President's approval, for exceptions to policy, please add President Bresciani's name and email.

Click Begin Signing

Employee Information Section:

1. Personal Information about employee to be paid: last name, first name, middle name (optional) and EmplID
2. Click to attach additional information (optional to attach additional documentation)
3. Information about Employee's active job: Record #, Department ID, Department Name, Position #, Job Code, Hours per week (non-instructional payment) or # of Credits (instructional payment)

4. Actual Earnings Begin Date and Actual Earnings End Date – enter dates when work started and ended.
5. Pay Period Beginning Date and Pay Period Ending Date – enter the beginning date of the first pay period to pay the earnings and the ending date of the last pay period to pay the earnings. Payments over multiple pay periods will be paid equally over the pay periods listed. Payments are made only after the work has started.
6. # of Pay Periods – Based on the pay period dates, enter the number of pay periods.
7. Description of Work – describe the work performed or the reason for the payment.

Funding Information:

- Select the applicable Earnings Code from the drop-down menu
- Enter the fund, department, project (optional), program (optional) and Account
- Enter the amount to be paid per pay period and the total amount to be paid

Who to Call for Questions:

- Employee Information or Earnings Codes - contact Payroll (ndsuh.payroll@ndsuh.edu)
- Funding Information - contact the Budget Office

Additional Resources:

Earnings Code	Type of Earnings	Description
H01	Regular Earnings	Only for salaried earnings being paid late
H04	Faculty Overload	Earnings for work by faculty over their base contract
H05	Summer Salary	Service or research performed during the summer in addition to base contract
H06	Summer School	Teaching summer school in addition to base contract
H08	DCE	Distance Education or Continuing Education payment
H17	Special Project	Payment for additional work on a special project for a limited time during regularly scheduled hours
H28	Staff Overload	Payment for additional work performed by exempt staff, outside of their normal job duties for an extended period of time.
H51	Special Project	Payment for additional work on a special project, for a limited time, outside of regularly scheduled hours.
H60	Award	Payment of any award provided to an employee –attach additional documentation.
H64	Interim Responsibility Increase	Payment for performing higher level duties than current position on a temporary basis
H80	Auto Allowance-Taxable	Payment for use of personal automobile for business purposes – attach documentation
H94	Moving Expense	Payment of Moving expenses for a new employee – attach offer letter

There may be other Earnings Codes used, which should be entered manually by selecting Other.